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UNITED STATES CIVIL SERVICE COMMISSION
Office of Incentive Systems
Washington, D.C. 20415

September 12, 1969

SPECIAL SUPPLEMENT TO NOTES

Because supplies of the attachments are limited, they are being sent to headquarters offices only. You may wish to circulate them to your bureau level awards administrators for their information.

1. We have received a number of calls inquiring about the time schedules for external awards. We have been informed that the time schedules are approximately as follows:

Federal Woman	Announce	3rd week in September
	Deadline	End of November
	Ceremony	March
Flemming	Announce	Late September
	Deadline	Late November
	Ceremony	February 19
NCSL	Announce	Mid or late September
	Deadline	Early December
	Ceremony	Early April

2. The attached memorandum from the President to the Director, Bureau of the Budget may be of interest as background information because it mentions specifically that Federal Executive Boards can place emphasis on employee recognition. It is encouraging to see this reference to the importance of employee recognition since the membership of Federal Executive Boards is drawn from commanding officers and managers of field establishments.
3. DSA held an impressive awards presentation on its "Second Annual Awards Day" on July 9, 1969. In addition to medals and desk trophies consisting of a bronze medallion embedded in clear plastic are presented to the "Ten Outstanding DSA Personnel of 1969." Citations were presented to three outstanding suggesters, and to the significant cost contributor and the significant zero defects contributor of the year.

The address by Assistant Secretary of Defense, Roger T. Kelley, was concluded with the following: "This program exemplifies the kind of human management that should be found everywhere."

4. The program leaflet for the 5th Annual Honor Awards Program of the Maritime Administration, Department of Commerce, contains the proclamation of President Nixon for National Maritime Day, and an enthusiastic message from Maritime Administrator, Andrew E. Gibson.
5. Attached is another example in Department of Agriculture's eye-catching "Cost Reducer of the Month" posters.